

PHILIP MORRIS COMPANIES INC.

INTER-OFFICE CORRESPONDENCE
120 PARK AVENUE, NEW YORK, N.Y. 10017

PRIVILEGED AND CONFIDENTIAL

TO:

Jack Clark — *he okayed this*
John McQuillan — *okayd this*
Vic Owen — *received fax okay*
Tom Pettibone — *received fax okay*
Jon Tabb — *could not reach; sent in pouch to Richmond*

DATE: July 23, 1994

FROM:

John Mulderig (PM New York, ext. 3056)

RE:

Modification of procedures for retention of electronic media in its original form

Consistent with the discussions in the July 18, 1994 conference call, I am enclosing a draft memorandum which will be circulated to Records Coordinators and Information Service Departments as a result of the modification of the court order requiring the retention of electronic media in their original form. Please call with any comments regarding the substance of the draft memorandum by noon on July 25.

It is my understanding based on our conference call that all IS groups, except R & D, previously discontinued the suspension of the recycling of back up tapes, in accordance with a Legal Department directive which required individual users of documents subject to disposal suspension to preserve records in electronic and hard copy formats. R & D IS continues the suspension of the recycling of back up tapes.

As a result of the conference call discussions, the following was decided:

- Back up tapes containing electronically generated information subject to the document disposal suspension notices implementing the court order which were created during the periods that IS groups suspended back up tape recycling will be retained indefinitely.
- Subject to the preceding paragraph, R & D may resume the recycling of back up tapes containing electronically generated information upon receipt by its Records Coordinator of the finally issued memorandum modifying the document disposal suspension notices implementing the court ordered procedures for retention of electronic media in their original form.

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- Electronically generated information saved by individual users in compliance with the document disposal suspension notices implementing the court order will be retained indefinitely.
- Subject to the preceding paragraph, standard IS procedures relating to individual users who leave the company may be resumed upon receipt by the Records Coordinators of the finally issued memorandum modifying the document disposal suspension notices implementing court ordered procedures for retention of electronic media in their original form.
- Individual users may resume the normal Records Management Manual procedure relating to retention of electronic information, *i.e.*, printing and retaining a paper copy only, upon receipt by the Records Coordinators of the finally issued memorandum modifying the document disposal suspension notices implementing the court ordered procedures for retention of electronic media in their original form.

Please call if there are any comments or questions.

/lw

cc: Lucy E. Mason
Clare Purcell
Andre M. Reiman
Charles R. Wall

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